

# Trades Credentialing Exams

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## How do I schedule an exam?

Fill out [the credential application form](#) and submit with preferred exam site, preferred session, hours of experience and the appropriate fee. You may schedule only one exam session at a time for each credential type. Applications sent in for multiple exam sites for the same credential will not be accepted and refunds will not be issued.

## How to I get special accommodations for medical reasons?

Please contact us prior to sending in your application form by sending e-mail to: [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov)

## How will I know that I am scheduled for the exam?

You will receive an exam confirmation letter in the mail once you have been scheduled for an exam.

## What can I expect at the exam site?

- Proctors will give you direction on where to go in the room.
- Please wait until the proctors open the doors.
- Exams will be laid out on the tables and waiting for you.
- You will take your seat and wait for instruction from the proctors.
- The proctors will give you instructions and rules of the exam.
- They will give all examinees a 15-minute warning prior to the end of the exam.

## What should I bring to the exam site?

- Photo ID
- Number 2 pencils (Bring more than one)
- Reference materials related to the exam (All reference materials are listed on [the application form](#))
- Calculator (No programmable calculators or cell phone calculators allowed)

## When should I arrive at the exam site?

You must arrive at the exam site no later than 15 minutes before your scheduled exam time.

## When can I expect my results?

You will receive an exam result letter in the mail within 21 calendar days of your exam date.

## If I fail, when can I apply for the next exam session?

If you failed, there will be instructions in the exam result letter for setting up the next exam date. After you receive your exam result letter you may mail in a credential application form for a future exam site.

You may schedule only one exam session at a time for each credential type. Applications sent in for multiple exam sites for the same credential will not be accepted. Refunds will not be issued.

## 2016 Exam Locations and Dates

There are two sessions available each day:

Morning sessions start at 8:00 a.m.

Afternoon sessions start at 1:00 p.m.

**Pewaukee** – WCTC Education Center, 800 Main Street, Pewaukee, WI 53072

January 20, 2016  
February 10, 2016  
March 9, 2016  
April 20, 2016  
May 11, 2016  
June 30, 2016  
July 20, 2016  
August 17, 2016  
September 28, 2016  
October 26, 2016  
November 9, 2016  
December 14, 2016

**Appleton** – Fox Valley Technical College, 1825 North Bluemound Drive, Appleton, WI 54914

January 6, 2016  
March 22, 2016  
May 24, 2016  
July 14, 2016  
September 7, 2016  
November 22, 2016

**Eau Claire** – The Plaza Hotel & Suites, 1202 W. Claremont Avenue, Eau Claire, WI 54701

February 23, 2016  
April 12, 2016  
June 2, 2016  
August 3, 2016  
October 5, 2016  
December 7, 2016

### **Examination Reviews:**

Examination reviews are offered on a monthly basis for individuals who were unsuccessful at their most recent examination attempt. For the monthly date, there is both a morning and afternoon session and the reviews are located at our Madison office. The review costs \$15 and is one hour in length. Candidates will be able to view their examination and an exam analysis of which questions were answered incorrectly. They will not be given the correct answers and there will be no technical staff available for questions. Candidates are unable to leave with any written notes from the review, however, they are able bring their exam reference materials and codebooks to re-work any questions during the hour period. Candidates can contact our department to sign up for a review for their most recently failed examination. Exams may only be reviewed within three months of the exam date.

PLEASE NOTE: Per Wis. Admin. Code § SPS 305.09(8)(c) "an applicant who has failed his or her examination may not review the examination less than 7 calendar days before the applicant is scheduled to retake the examination.

If you wish to sign up to review your examination or inquire about monthly dates, please email [DSPSCourseApproval@Wisconsin.gov](mailto:DSPSCourseApproval@Wisconsin.gov) with your name, customer ID number, and any questions or concerns. Upon receipt, you will be forwarded a confirmation letter for the review indicating the details of the review, including address and location information.

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